

## APPENDIX A – Letters to grant applicants and recipients

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**From:** Citizen Engagement [mailto:engage@victoria.ca]

**Sent:** October-19-15 2:32 PM

**To:** Citizen Engagement

**Subject:** Feedback on City of Victoria Grant Programs

The City of Victoria has five grant programs that provide financial support to community organizations to advance important programs and services to Victoria residents. The program areas are:

- Direct-Award Grants
- Strategic Plan Grants
- Micro Grants
- Community Garden Volunteer Coordinator Grants
- Festival Investment Grants

**Direct-Award grants** are grants paid to organizations that deliver a service on behalf of the City on an ongoing basis, including organizations that operate a City-owned facility. These grants are awarded annually by Council without a competitive process; annual reporting back to the City is required. Direct-award grants include:

- Operating, youth programming and youth outreach grants to community and seniors centres
- Per capita grants to each neighbourhood
- Grants to Victoria Civic Heritage Trust and Victoria Heritage Foundation
- Grant to Recreation Integration Victoria

**Strategic Plan grants** are awarded annually by Council through a competitive process. A policy outlines the requirements for applicants.

**Micro-grants** are maximum \$500 to cover supplies needed for food production in commons and community gardens. Council awards these through a competitive process annually and falls under the same policy as Strategic Plan grants.

**Community Garden Volunteer Coordinator grants** are available to neighbourhoods that have community gardens which are established under the City's Community Garden Policy, with food production as the primary focus. These grants are to fund a person to coordinate volunteers.

**Festival Investment Grants** are guided by the Festival Investment Grant Policy and are awarded by Council through a competitive process annually.

In 2015, Council also awarded a block of grants called "fee-for-service". These grants have historically been awarded without a competitive process. The intent for 2016 is to discontinue this program and those organizations would be eligible to apply under the Strategic Plan grant category.

For 2016, Council has made the following changes to the Strategic Plan Grant Policy:

- Applicants are required to demonstrate which strategic *outcome* their project will achieve
- All festival applications will be redirected to the Festival Investment funding stream
- All projects that impact public space will be redirected to a new Neighbourhoods funding stream
- The application form will request the applicant to provide the following additional information:
  - o Outline which strategic outcome (not just which strategic objective) the project would achieve
  - o Outline who and how many would benefit from the project
  - o Outline how much of the project cost is being requested
  - o Identify and provide proof whether other funding sources have been confirmed or are pending
- Staff will provide options for Council to fit the grant requests within the available funding

Council is also considering making changes to the Strategic Plan Grant Policy by adding a number of limits as follows:

- Fund only one-time project grants; no operating funding

- Fund only projects that primarily benefit City of Victoria residents, not Greater Victoria
- Reduce the cap for project grants from 75% to 50% of total project cost
- Implement a maximum grant amount of \$25,000
- Allow only one strategic plan grant application per organization
- For arts applications, reduce the eligibility to only those organizations that are not eligible for a CRD arts grant

We are seeking input on the potential changes, noted above, from affected organizations before final consideration is given by Council on these policy changes. If you're interested in providing feedback, please email [grants@victoria.ca](mailto:grants@victoria.ca) by Monday, November 2, 2015. Your written submission will be provided to Council as part of the public agenda.

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**From:** Citizen Engagement

**Sent:** Thursday, October 29, 2015 12:46 PM

**To:** Citizen Engagement

**Subject:** EXTENSION FOR FEEDBACK ON PROPOSED CHANGES TO CITY GRANT POLICY

Responsive to feedback, the City of Victoria has extended the deadline for providing feedback on the changes to the Strategic Plan Grant Policy. The deadline is now Monday, November 16, 2015.

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- The application form will request the applicant to provide the following additional information:
  - o Outline which strategic outcome (not just which strategic objective) the project would achieve
  - o Outline who and how many would benefit from the project
  - o Outline how much of the project cost is being requested
  - o Identify and provide proof whether other funding sources have been confirmed or are pending
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